



Verification of Volunteer Hours Served in Children's Ministry

We want to help you be successful in timely submissions to authenticate your much appreciated service time. As we verify hours for hundreds of volunteers each year, the more timely you are, the easier it will be on you. Be sure the form is accurate, detailed and complete. Above all, be honest as you fill out and submit your forms. Integrity is essential, and **God must be honored**.

When and Where to Submit Your Forms –

- Submit your forms in person, whether written or digital, preferably at the time of your service.
- If not possible at the time you served, forms should be **submitted within 4 weeks of your service**. Be aware, older dates of service may or may not be able to be confirmed due to staff and programming changes.
- Please Note: we do not keep copies of your form(s).

How to Submit Your Forms –

Written or digital verification requires the information noted below:

- ***If you have a written form*** it must be Pre-filled out and should include the following information:
 - Your ***first*** and ***last*** name
 - The name of the organization to whom you will submit your volunteer hours, i.e. your school or other organization requiring proof of your service.
 - All dates you served, including day, month and year. We cannot verify “June” or “Sunday” or VBS, and definitely not a just a year in which you served.
 - The time/hours served, i.e., 9:00 – 11:00 a.m.
 - The total of hours served, i.e., Was your serving time a total of 1.5 hours or 12 hours total?
 - Your street address, your phone AND your email. No partial info and no PO boxes.
 - You will also need to include the name of our church and address –
 - **Crossroads Community Church, Children's Ministry**
9900 Twenty Mile Rd., Parker, CO, 80134 (303) 841-3785
 - Some organizations may require a summary of where/how your served. Please include it. We will not add information to your form.
- ***If you have a digital App or email approval system***, be sure you pre-fill out the info including your time AND our approving team member’s email address, before submitting it to us.
- ***If you do not have a form:***
 - Create, print and submit one with the pertinent information noted above. We are not able to create forms or documents for you.
- We will not accept or verify incomplete forms.
- We are not responsible for uncollected forms.

How Do I Know the Total Number of Hours I Served?

- First and foremost, get your hours verified on the day(s) you serve. We’ll be able to give you an accurate amount of time to record. Remember, God loves that you’re sharing your time in service, and so do we, but honesty matters!
- Time for:
 - ***Weekend service/teaching hour*** = up to 1.5 hours for each service hour you served, PROVIDED you arrived 35 minutes prior to the start of the service and did not leave early.
 - ***Mid-Week programs and VBS*** = Hours vary. Ask your Leader for an accurate number. VBS, especially, has different hours because it includes consecutive days, and training hours.